

Automatic License Plate Reader (ALPR) Policy

PD14-0138

PURPOSE:

The purpose of this policy is to establish a uniform policy and procedure in the operation of department owned Automatic License Plate Readers (ALPR)

DEFINITION OF TERMS:

Automatic License Plate Reader (ALPR) – is a system consisting of 1 or more cameras and equipment mounted to the roof top area of marked Fort Wayne Police Department cars.

1. When activated, automatically photographs license plates of vehicles that comes into range.
2. Automatically converts digital photographic images of license plates into a text document, displayed and stored on the device until it's downloaded in to the server at the end of the tour of duty of the operator of the ALPR vehicle.
3. Is capable of comparing stored data of previously recorded information with active ATL information entered by authorized administrative personnel.

Attempt To Locate (ATL) – is a term used when a person, vehicle or article is sought for an investigative purpose.

Authorized User– a sworn or civilian member of the department who has been authorized by the Chief of Police or his/her designee, to operate or access ALPR data and has been instructed in its use.

Capture– the process by which the ALPR device automatically focuses on, photographs and stores license plate information that comes within range

Initial Capture– refers to information and data collected by an ALPR device at the time it was in operation.

Post Query- refers to information and data that is sought or compared with data contained within the Initial Scan data base.

Query– refers to a search within certain parameters for information sought

Hot List– refers to any list that captured plates are compared against

Administrators– Sworn or Civilian members of the Fort Wayne Police Department authorized by the Chief of Police or his/her designee to oversee access to the ALPR data base and enter data for Post Scan queries.

1. SPILLMAN OFFICERS
2. CRIME ANALYSIS PERSONEL

Alert– refers to an automated response when data collected by the ALPR is matched with information entered via a Post Scan.

1. Audible Alert
2. Visual Alert

GENERAL:

ALPR data shall be used for law enforcement purpose only. Data shall only be released to sworn officers of the Fort Wayne Police Department. Any data collected as a result of ALPR activity may be released to other outside law enforcement officers as long as the request meets the following requirements.

1. The name of the Department
2. The officers name and ID # (PE)
3. Report, Documentation , control #
4. Time, date of request

Data collected by the ALPR device shall only be accessed by official law enforcement personnel and be used for articulable, specified, and documented law enforcement purposes. Information contained in ALPR may contain sensitive information from and not limited to; The Bureau of Motor Vehicles, IDACS, NCIC, Homeland security, and various Federal Agencies.

Data collected as the result of an **Initial Capture** or **Post Query** shall be saved for a period of 2 years. Any data collected that has been identified as evidentiary in nature and may be used in criminal proceedings shall be saved until such time the criminal process has been adjudicated.

Data not identified as evidentiary in nature and has matured past the 2 year time frame shall be subject to a purge from the system by Spillman Officers only. Purging from the system will occur within 5 business days of July 1 and December 31 each year.

All data collected from an ALPR device will be stored in the department's data base. Any data that receives an **Alert** will be stored in the same data base but will be flagged as receiving an alert.

The Fort Wayne Police Department considers stored ALPR data potential evidence in criminal investigations. Stored data shall not be shared or provided to any person, entity or government agency, other than other Law Enforcement agencies.

PROGRAM ADMINISTRATORS

Program administrators (Spillman Officers, Crime Analysis personnel) shall review and approve requests to access and use stored ALPR data to conduct crime trends, patterns. Crime Analysis personnel may use information to create crime patterns, and identify potential threats areas that require additional police resources.

Spillman Officers responsibilities will include:

1. Adding **Hot List** search data for future queries.
2. Maintaining software of the ALPR system
3. Maintaining ALPR data base / purging responsibilities
4. The identity of all users

Crime Analysis responsibilities will include:

1. Access Post Scan data for queries
2. Access Post Scan data for crime trends
3. The identity of any authorized user seeking stored data (name/PE)
4. The time, date and Control # for any queries sought
5. Coordinate with Spillman on future usage options

HOT LIST ALERTS

1. NCIC Missing persons
2. NCIC Sex Offenders
3. NCIC Stolen cars (US, Canada)

4. NCIC Wanted Persons
5. Violent Gang or Terrorist
6. Stolen Plates (US, Canada)
7. Local FWPDP data base

Actions in response to an alert

1. When an officer receives an alert based on an ALPR response the officer must realize this is lead information *only* and is **NOT** enough probable cause to stop a vehicle. The officer must visually observe the plate on the target vehicle and ensure it matches with the data collected by the ALPR unit. The officer shall confirm the information is accurate as to year of issue, state, plate type through IDACS since the initial alert is not in real time. Once verified the officer may take necessary action for the circumstance.
2. Officers taking any enforcement action as the result of an ALPR alert must document in their report that the investigation involved used ALPR activity

ALPR Deployment

1. Only Sworn officers shall operate a vehicle with ALPR technology installed (exception is for vehicle maintenance or its components by civilian technicians)
2. ALPR vehicles shall be deployed at the discretion of the Chief of Police or his/her designee.
3. Operators of ALPR vehicles shall familiarize themselves with the procedure manual found in the car or on the INTRANET
4. Data collected as the result of ALPR activity shall be downloaded at the end of the officer's tour of duty.
5. Any damage to the ALPR vehicle or its components shall be reported and documented using existing departmental policies and procedures.
6. Prior to operation ALPR equipment should be inspected for broken or lost equipment, ensure the lenses are clean and free of foreign objects. Harsh chemicals should be avoided, only glass cleaner shall be used to clean the lenses.
7. ALPR equipped cars should not be assigned to the same quadrant so that data from a wide search area is provided

Approved:

Date: 05/02/14

Garry A. Hamilton (Chief of Police)